

**SUMMARY OF THE
QUALITY SYSTEMS COMMITTEE MEETING
OCTOBER 7, 2002**

The Quality Systems Committee of the National Environmental Laboratory Accreditation Conference (NELAC) met on Monday, October 7, 2002, at 1 p.m. Eastern Daylight Savings Time (EDST). Chairperson, Mr. David Mendenhall of the Utah Department of Health led the meeting. A list of action items is given in Attachment A. A list of participants is given in Attachment B. *The purpose of the meeting was to introduce the new meeting support contractor, to approve the summary from the September 9, 2002 meeting, to receive reports from the ISO, PBMS, and Micro subcommittees, to discuss old business concerning Appendix D4, to discuss new business items concerning the schedule of teleconferences, the detailed agenda for the Eighth NELAC Interim Meeting (NELAC 8i) and the meeting of the Quality Systems Committee while in Santa Fe, NM.*

INTRODUCTION

Mr. Mendenhall called the meeting to order and reviewed the agenda. He also introduced Constance Wall, the meeting support personnel from the new contractor, Research Triangle Institute (RTI).

APPROVAL OF LAST MEETING'S SUMMARY—SEPTEMBER 9, 2002

Mr. Mendenhall asked the participants for comments on the summary for the September 9, 2002 meeting. No comments or changes were forthcoming and the document was approved as written. Mr. Mendenhall stated that he would send a copy for the September 9, 2002 summary to Ms. Wall electronically. He also announced that he had submitted the committee's document that was due on September 17, 2002 for publication. Mr. Mendenhall commented that further review of the document could take place at the hearing during NELAC 8i.

SUBCOMMITTEE REPORTS

ISO

Mr. Robert Di Rienzo reported that he had recently sent out a draft of the presentation he will use at NELAC 8i for review. The participants were asked to send comments to him via e-mail.

PBMS

Dr. Wilson Hershey reported that the Performance-Based Measurement System (PBMS) subcommittee will pull together any comments they were not able to get into the document before NELAC 8i. He also reported that a conference call is scheduled for Friday, October 11, 2002 with Ms. Marlene Moore for the purpose of addressing any comments she has on the document.

Micro

No report was presented. One participant remarked that Marti Casstevens has requested to be removed from the Micro subcommittee.

OLD BUSINESS

Appendix D4

Mr. Di Rienzo reported that the draft of Appendix D4 had been sent out on Friday, October 4, 2002. He has spoken to Mr. John Griggs and expects to receive comments from him soon. Mr. Di Rienzo noted that the changes made to the discussion of matrix spikes in section D4.1.3.2 were more a matter of semantics, however, they had received quite a few comments favoring that type of change. Also, in section D.4.1 b) 7), an inappropriate reference to matrix spikes was removed. Further changes to the Appendix were discussed including section D4.5 where it was pointed out that “minimum detection limit” (MDL) is not a concept in radiochemistry and therefore changes are also needed in that section. The discussion of terminology continued and it was noted that “minimum detectable activity” (MDA) should be reported with each result. It is anticipated that the Appendix will receive significant discussion during NELAC 8i. A participant questioned whether the committee should attempt to get a copy of the appendix out to everyone prior to NELAC 8i or should they wait until the meeting. Mr. Di Rienzo stated that they would not try for distribution prior to the meeting in Sante Fe, NM. Mr. Di Rienzo also stated that if new and understandable comments were received that he would put them in a new draft or that he would generate another sheet noting the comments. A few copies of the latest revision could be taken to the interim meeting for distribution to any interested in that part of the discussion.

NEW BUSINESS

Future and Frequency of Calls

Mr. Mendenhall remarked that RTI will provide teleconference support once a month. He asked the participants if there was a need for more support. The consensus was that the level of support needed for conference call would be better understood after NELAC 8i.

Detailed Agenda for 8i

There was a short discussion of the length of time allotted for the Quality Systems Committee’s session during NELAC 8i. One possible reason noted for the shorter time period was to avoid conflicts with the Environmental Laboratory Advisory Board (ELAB) session which immediately follows the 1:30-5 p.m. sessions. Mr. Di Rienzo stated that fifty minutes would be enough time for his presentation.

Mr. Mendenhall identified two topics on the November 20, 2002 schedule where a discussion leader had not been assigned and asked for volunteers. Ms. Betty J. Boros-Russo volunteered to lead the *Appendix D.2 Toxicity Testing* discussion. In preparation, Ms. Boros-Russo will draft a

short presentation on the topic of why certain changes were made to the Appendix. Using a similar approach, Mr. Di Rienzo will lead the discussion on *Appendix D.4 Radiochemical Testing*. Mr. Mendenhall asked participants for suggested changes to the NELAC 8i agenda for the Quality Systems Committee's session. No changes were suggested and the agenda will be presented as written.

Next Teleconference

Mr. Mendenhall suggested that the next teleconference be held after NELAC 8i and asked for comments from the participants. The participants agreed that the teleconference should be delayed and that electronic mail should be used to communicate anything needing to be discussed prior to the meeting.

OPEN DISCUSSION

New comments were received from EPA, given number 59 and assigned to Ms. Doucet. The comments concerned dropping the requirement to maintain records on reagents (e.g., reagent traceability). It was noted that the comments warrant a group discussion, possibly after NELAC 8i.

A question was raised concerning PBMS and whether or not the effective date would be accelerated (rushed) or would it have a normal roll-in of 2 years. It was noted that the subcommittee has some ideas (forms or plans) for a more uniform implementation and that they may be able to provide more assistance after NELAC 8i. It was suggested that the subcommittee consider offering some type of training for the interim meeting following adoption of the PBMS language.

CONCLUSION

The teleconference ended a little before 2 p.m.

ACTION ITEMS
QUALITY SYSTEMS COMMITTEE MEETING
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Item No.	Action	Date to be Completed
1.	The Quality Systems Committee will send comments on Mr. Di Rienzo's ISO presentation to him via e-mail.	October 28, 2002
2.	Dr. Hershey will discuss comments on the PBMS document with Ms. Moore during a teleconference scheduled for Friday, October 11, 2002.	October 11, 2002
3.	For the Committee session to be held on November 20, 2002, Ms. Boros-Russo will prepare a few pages of discussion addressing why changes were made to Appendix D.2 (<i>Toxicity Testing</i>)	November 20, 2002
4.	For the Committee session to be held on November 20, 2002, Mr. Di Rienzo will prepare a discussion addressing why changes were made to Appendix D.4 (<i>Radiochemical Testing</i>).	November 20, 2002

PARTICIPANTS
QUALITY SYSTEMS COMMITTEE MEETING
OCTOBER 7, 2002

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